

REPORTING



CREDIT BUREAU REPORTING

A lender must report information on each Federal Family Education Loan (FFEL) Program loan it makes or holds to at least one national credit bureau. Under most circumstances, the making of a loan and subsequent status changes must be reported within 90 days of a change. However, a closed school or false certification discharge must be reported within 30 days of the date the lender is notified that the loan is discharged. In the case of a delinquent loan, a lender is strongly encouraged to wait until a borrower is at least 60 days delinquent before reporting the delinquency to avoid unnecessarily damaging the borrower's credit history.

Data a lender must report:

- The total amount of loans made to the borrower (to be reported within 90 days of each disbursement)
- The outstanding balance of the borrower's FFEL Program loans held by the lender
- The repayment status of delinquent loans, including the date of default
- The date the loan is paid in full by, or on behalf of, the borrower (as in the case of a default claim payment or payment by consolidation)
- The date the loan is discharged due to the borrower's death, disability, or bankruptcy (to be reported within 90 days of the date the loan is discharged)
- The date the loan is discharged due to closed school or false certification (to be reported within **30 days** of the date the lender is notified that the loan is discharged). This notification must be accompanied by a request to remove any adverse credit information that may have been reported previously (such as the loan's previously delinquent status).
- The date the loan is purchased from another lender (within 90 days of acquisition)
- Other information required by state or federal law

[34 CFR 682.208(b); HEA 420A(a); *Common Manual* subsection 3.5.C.]

NSLDS

The National Student Loan Data System (NSLDS) is a comprehensive loan information database containing student information submitted by lenders, schools and guarantors.

Benefits

- Central eligibility verification
- Loan status information
- Borrower tracking
- SSCR & FAT processing
- Future plans - deferment processing

Requirements

- Current holder reports to the MSLP once per quarter. Quarter end dates are: September 30, December 31, March 31, and June 30. Delinquent notices are sent if a report is not received 15 days after the quarter's end.
- Test file must be submitted and accepted by Guarantec before actual production begins.
- Report active loans and loans closed since 07/01/95. Closed is defined as cancelled, paid in full, paid in full through consolidation or refinancing, discharged through bankruptcy or disability, or cancelled due to borrower's death.

Submissions are accepted in the following formats:

Electronic (PC)
Magnetic Tape
Paper

Information from NSLDS can be requested by lenders through the MSLP.

Questions concerning NSLDS submissions can be directed to Missy Markis, Guarantec, (800) 824-4893.

TAXPAYER RELIEF ACT— STUDENT LOAN INTEREST DEDUCTION

Effective for payments of interest due and paid *after* December 31, 1997 on qualified education loans used to finance qualified higher education expenses.

- The student must have attended an eligible education institution.
- The student must have been enrolled in an eligible program that leads to a degree, certificate, or other recognized educational credential. The deduction is available for interest paid on loans used to pay for undergraduate and graduate school.
- The student must have a high school diploma or equivalent.
- The student must not have been convicted of possession or distribution of a controlled substance before the expiration of any academic period for which a qualified education loan was obtained and a deduction is being claimed.

Taxpayer Eligibility

The deduction may be claimed if money is borrowed to pay costs of attending college for a member of the family or household and the debt is incurred in a year in which the taxpayer supplies more than half of the student's support, regardless of whether other deductions are itemized.

Payments made by a dependent student are treated as paid by the taxpayer claiming the dependent student. A married couple must file jointly.

Qualified Education Loans

The loan must meet all of the following criteria:

- The loan must be obtained to pay qualified expenses
- The loan must be on behalf of the taxpayer, taxpayer's spouse, or taxpayer's dependent at the time the debt was incurred
- The loan must have been made within a reasonable period of time before or after the qualified expenses were incurred or paid
- The loan must be attributable to education provided during a period in which the recipient was an eligible student

Qualified education loans include refinanced education loans and Federal Consolidation Loans.

Maximum Eligibility

The deduction is allowed for the first 60 months of repayment, excluding periods of deferment, post-deferment grace, and forbearance involving total cessation of payments. For the purpose of this rule, the original loan and any refinancing are treated as one loan. The measurement of this time period is month-specific.

Example: 60-month period starts January 15, 1992
 The borrower received deferment or forbearance for 12 months
 The 60-month period ends January 31, 1998

Maximum deduction per year:

1998 = \$1,000
1999 = \$1,500
2000 = \$2,000
2001 and beyond = \$2,500

Income Restrictions

To claim the maximum deduction, the taxpayer must have a modified adjusted gross income of \$40,000 or less (\$60,000 for married taxpayers filing jointly).

The amount of the taxpayer's deduction is gradually reduced for taxpayers with modified adjusted gross income between \$40,000 and \$55,000 (between \$60,000 and \$75,000 for married taxpayers filing jointly).

Taxpayers with modified adjusted gross income above \$55,000 (\$75,000 for married taxpayers filing jointly) may not claim the student loan interest deduction.

The modified adjusted gross income limitations are indexed for inflation after 2002.

[IRS Notice 97-60, Section #5

IRS Notice 98-7

National Council of Higher Education Loan Programs (NCHELP) Regulations Committee Q/A dated March 13, 1998]

STUDENT LOAN INTEREST DEDUCTION – LENDER REPORTING REQUIREMENTS

Note: Student loan interest reporting requirements below are applicable to tax year 1999. Guidance and/or regulations pursuant to reporting requirements thereafter is forthcoming from the U.S. Treasury Department.

Payees are required to report interest received only with respect to student loans that have a “covered period” ending during or after 1998. The “covered period” is defined as follows:

- A 60-month eligibility period for which the payor of interest on a student loan may claim a deduction. The calculation of this 60-month period excludes deferment, post-deferment grace, and forbearance periods (when forbearance is granted for total cessation of payments).
- For *other than* Federal Consolidation Loans, the covered period begins on the date on which the loan went into repayment status.
- For Federal Consolidation Loans, the covered period begins on the most recent date on which any of the loans subject to consolidation or collapse went into repayment status.

Individual interest aggregating \$600 or more for any calendar year on one or more qualified education loans must be reported during the covered period. Even though calculation of the 60-month covered period is exclusive of deferment, post-deferment grace, and forbearance, interest received by the lender during deferment, post-deferment grace, or forbearance must be reported. *For now*, capitalized interest may be treated as a principal balance increase and is not required to be reported.

By March 1, 1999, the lender must file an information return with the Internal Revenue Service (IRS) for all student loan accounts that contain one or more covered student loans. The lender may file a separate form for each of the borrower’s student loans or a single form for all the borrower’s student loans. A return must be filed with the IRS regardless of the status of the borrower’s address. Information must be reported on IRS Form 1098-E and must minimally include the following data:

- Name, address, and taxpayer identification number (TIN) of the individual for whom interest was received
- Name, address, and TIN of any individual certified by the person for whom interest was received who will claim that individual as a dependent

- The aggregate amount of interest received for the calendar year
- Other information that may be required by the IRS

If a loan is made to two individuals as co-makers, or to a borrower and endorser, the lender is required to file an information return with the IRS only for the payor of record, or principal borrower. If payments are made on behalf of the borrower by a third party, the lender must file the information return under the identification shown by the holder's records for the principal borrower.

The IRS will amend regulations in the future to require 250 or more forms to be filed by magnetic media or electronically. Refer to IRS Notice 98-104 for further information on specifications for filing IRS Form 1098 by magnetic media or electronically.

By February 1, 1999, the lender is required to provide the payor a statement containing the same information that is provided to the IRS on the 1098-E form. This statement may be a copy of the form 1098-E or an acceptable substitute. The following data must also be included:

- The name, address, and phone number for the individual serving as information contact for the lender, and
- A notification that the amount of interest reported as paid may differ from the amount of interest that the payor may be able to claim as a deduction

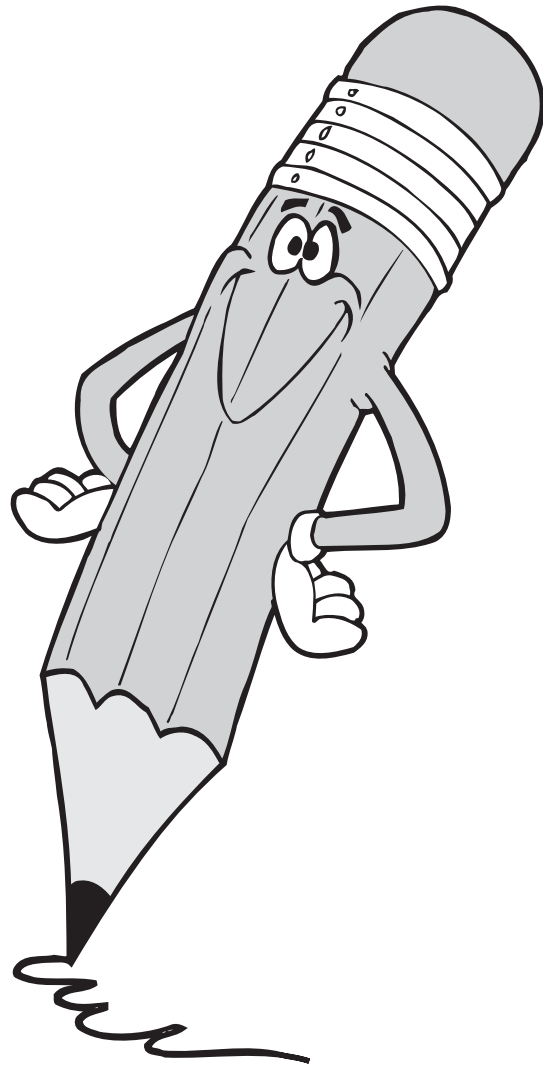
When more than one entity or person has a connection with a qualified education loan, the entity first receiving the payment of interest, such as a loan servicer receiving payment on behalf of the lender, should file an information return regarding interest received on the loan. Verbal guidance from the U.S. Treasury Department indicates that, for tax year 1998, it is acceptable for the loan holder to file the return.

Waiver of Penalties

Until regulations issued by the U.S. Treasury Department are adopted, no penalties will be imposed for failure to file correct information returns with the IRS or furnish correct statements to payors. Even after regulations are adopted, no penalties will be imposed for failure to file correct information returns or furnish correct statements for 1998 if the lender has made a good faith effort to comply.

[IRS Bulletin dated December 24, 1997, Notice 98-7; IRS Notice 98-54
NCHELP Regulations Committee Q/A dated March 13, 1998]

LENDER ACTIVITY REPORT



LENDER ACTIVITY REPORT

The Lender Activity Report (LAR) is sent monthly to each of the Missouri Student Loan Program's (MSLP) participating lenders. It details all loan activity recorded by the MSLP during the previous month. This report prompts lenders to determine whether action is required as a result of the information the MSLP is reporting to the lender.

The report is divided into sections or “transactions.” The transactions are arranged in the sequence the activity normally occurs during the life of a loan, from new application approval through conversion to repayment. Transactions will only appear on the LAR if the MSLP has received and recorded information for that type of transaction during the reporting month. Entries in each transaction of the report are listed alphabetically according to the borrower's last name.

The reporting month is the month immediately preceding the month in which the LAR is generated.

Loans on the LAR are identified by loan type as follows:

GSL	=	subsidized Federal Stafford Loans
UNSB	=	unsubsidized Federal Stafford Loans
CONS	=	Federal Consolidation Loans
PLUS	=	Federal PLUS loans
SLS	=	Federal SLS loans
RNF	=	Refinanced loans
MULT	=	Multiple loan types

Loans requiring action from the lender will remain on the report each month until the lender reports the appropriate loan status updates to the MSLP's servicer, Guarantec, either electronically or by submitting a Loan Status Update Form (F-8).

The following sections explain how the lender should use the information provided on the Lender Activity Report.

- Transactions requiring immediate action by the lender
- Transactions prompting future action by the lender
- Loan maintenance transactions

LENDER ACTIVITY REPORT (LAR) TRANSACTION PRIORITIES

Transactions Requiring Immediate Action

170 BORROWER STATUS CHANGE FULL TIME TO HALF TIME

171 BORROWER STATUS CHANGE HALF TIME TO FULL TIME

This transaction identifies borrowers who have made a change in their attendance status. A borrower may now be eligible or ineligible for an in-school deferment.

172 SLS BORROWER (OLD BORROWER) IN DEFERMENT – FULL TIME TO HALF TIME

This transaction lists Federal Supplemental Loans for Students (SLS) loan borrowers with loans first disbursed before July 1, 1987 who are no longer attending school full time. If the borrower currently has an in-school deferment, the borrower is not eligible and the lender must place the borrower's loan(s) into repayment.

190 HALF-TIME TO LESS THAN HALF-TIME ATTENDANCE

This transaction reports borrowers that were in a half-time status and are now less than half time. The lender is alerted to loans that are either ready to enter the grace period or must be placed in a repayment status.

210 ANTICIPATED GRADUATION DATE CHANGES

This transaction lists borrowers whose anticipated graduation date has changed. The borrower may be entering repayment earlier or may be eligible for an extension of their in-school deferment.

220 LESS THAN HALF-TIME DATE CHANGES

This transaction lists borrowers whose attendance has dropped below half time, or any changes made to a borrower's less than half-time date during the reporting period. The lender is alerted to loans that are either ready to enter the grace period or must be placed in a repayment status.

230 BORROWER RETURNED TO FULL-TIME OR HALF-TIME ATTENDANCE

This transaction lists borrowers that have returned to school on at least a half-time basis. These borrowers may be eligible for an in-school deferment.

260 60 DAYS OR LESS UNTIL GRACE EXPIRES – REPAYMENT TERMS NOT REPORTED

This transaction lists loans for which the grace period is scheduled to expire in the next 60 days, but no repayment terms have been reported. The lender should be making preparations for conversion to repayment. Repayment terms should be reported to the Missouri Student Loan Program (MSLP), or, if the lender has knowledge that the borrower is still enrolled at least half-time, the lender should verify enrollment with the school and report the borrower's in-school status to the MSLP.

270 GRACE PERIOD HAS EXPIRED – REPAYMENT TERMS NOT REPORTED

This transaction reports borrowers whose grace period has expired. The lender must take action to convert the borrowers' loans to repayment status.

275 LATE NOTIFICATION OF LTH DATE – INTERIM TO REPAYMENT STATUS

This transaction lists borrowers whose loans are now in repayment status based on late notification of less than half-time (LTH) enrollment. The lender must take action to convert the borrowers' loans to repayment status.

355 UNEMPLOYMENT DEFERMENT MUST BE RECERTIFIED

This transaction lists borrowers whose unemployment deferment has expired. In order to grant an extension, the lender must collect documentation from the borrower that substantiates continued eligibility for the deferment.

361 DEFERMENT HAS EXPIRED – SIX-MONTH POST-DEFERMENT GRACE PERIOD NOT APPLICABLE

This transaction lists borrowers whose deferment has expired and who are not eligible for a post-deferment grace period. The lender must take action to convert the borrowers' loans to repayment.

410 FORBEARANCE HAS EXPIRED

This transaction lists borrowers for whom forbearance periods have expired. The lender must take action to convert the borrowers' loans to repayment.

420 REPAYMENT PERIOD HAS EXPIRED – LOAN NOT PAID IN FULL

This transaction lists borrowers whose loans are past the scheduled final payment date. The final payment date is obtained from the conversion information the lender submitted electronically or on a Loan Status Update Form (F-8). If the loans have been repaid, the lender must report the loans as paid in full.

465 LOANS PAID IN FULL WITHIN 120 DAYS, ORIGINATION FEE REFUND DUE

This transaction lists loans that have been disbursed and then refunded back to the lender by the school or repaid by the borrower within 120 days of disbursement.

The borrower may be due a refund of origination and guarantee fees in these cases. See page 75 of this guide, and *Common Manual* subsections 6.1.D. and 6.1.F. for the criteria a lender must use to determine whether a fee refund is required.

466 DISBURSEMENT CANCELED WITHIN 120 DAYS

This transaction lists all canceled loans. The borrower may be due a refund of origination and guarantee fees in these cases. See page 75 of this guide and *Common Manual* subsections 6.1.D. and 6.1.F. for the criteria a lender must use to determine whether a fee refund is required.

Appropriate Actions – The lender must determine the correct status of the borrower's loans and take the appropriate action, which may include the following:

- Extend In-School Status – If the borrower has continued enrollment at least half time and has not used the full grace period, verify enrollment with the school and report the information, along with a new anticipated graduation date, to the MSLP.

- Convert the Loan to Repayment – If the loan has been converted to repayment status, the conversion must be reported to the MSLP.
- Defer or Forbear a Loan – If the lender has granted deferment or forbearance, report the deferment dates and type, or the forbearance dates. For loans entering deferment or forbearance on the first day of the repayment period, the lender must report the conversion to repayment and the deferment or forbearance information.
- Extend Last Payment Date – If the borrower is still making payments, provide updated repayment information to the MSLP.
- Report Paid in Full – If the borrower has repaid the loan completely, or if the loan has been repaid by other means (e.g., consolidation), report the paid-in-full date and paid-in-full type to the MSLP.

Transactions Prompting Future Action

Some LAR transactions provide information concerning statuses that will soon change. These transactions are included to assist lenders in scheduling the work associated with loan disbursements, conversions, or repayment activities.

060 DISBURSEMENTS RESCHEDULED BY LENDER

This transaction lists loans for which the lender recently rescheduled disbursements in a month other than what originally appeared on the loan's application and promissory note.

200 SCHEDULED GRADUATION DATES (60 DAYS OR LESS)

This transaction identifies loans that will enter the grace period within the next 60 days. The lender must notify the borrower during the grace period that repayment will soon begin.

250 LOANS IN GRACE

This transaction identifies loans that are currently in the grace period. The lender must notify the borrower during the grace period that repayment will soon begin. If the lender has knowledge that the borrower is still enrolled at least half-time, the lender must verify enrollment with the school and report the information to the MSLP.

350 DEFERMENT SCHEDULED TO EXPIRE (NEXT 60 DAYS)

This transaction lists deferments that will end within the next 60 days. The lender must take action to convert the borrower's loan(s) to repayment if the borrower is not eligible for a post-deferment grace period.

360 DEFERMENT HAS EXPIRED – SIX-MONTH POST-DEFERMENT GRACE PERIOD HAS BEGUN

This transaction identifies borrowers whose loans are eligible for a post-deferment grace period. After the expiration of the post-deferment grace period, the lender must take action to convert the borrowers' loans to repayment.

400 FORBEARANCE SCHEDULED TO EXPIRE (NEXT 60 DAYS)

This transaction lists borrowers whose forbearance will expire in the next 60 days. The lender must take action to convert the borrowers' loans to repayment.

550 INSURANCE CLAIMS REJECTED OR RETURNED

This transaction lists claims that have been rejected for cure or returned for additional documentation. See *Common Manual* subsections 8.4.A. and 8.8.E. for refiling deadlines and associated penalties that may apply.

Loan Maintenance Transactions

The remaining transactions listed on the LAR provide the lender with loan status updates. Lenders should use these transactions to confirm information submitted to the MSLP and to reconcile information on the lender's system with information reported by the MSLP's system. Information in these transactions also assists lenders in tracking borrowers.

070 PREVIOUS DISBURSEMENTS CANCELED

This transaction identifies loans or disbursements recently canceled on the Fee Billing statement or by a Loan Status Update Form (F-8).

080 FUTURE DISBURSEMENTS CANCELED BY LENDER

This transaction identifies loan disbursements canceled prior to anticipated disbursement dates.

090 LOANS FULLY CANCELED

This transaction lists loans for which the entire loan amount is canceled.

095 REVERSAL OF A CANCELTION

This transaction lists disbursements for which the guarantee has been reinstated during the reporting period.

100 AMOUNT OF PREPAYMENT RECEIVED BY LENDER

This transaction lists amounts and dates of any payments received prior to conversion to repayment.

110 AMOUNT OF REFUND RECEIVED

This transaction lists the amount and date of any refunds received by the lender during the reporting period.

120 SOCIAL SECURITY NUMBER CHANGE

This transaction lists borrowers for whom Social Security number changes have been reported.

130 NAME CHANGE

This transaction lists borrowers for whom name changes have been reported.

140 CHANGE OF PERMANENT ADDRESS OR PHONE NUMBER

This transaction lists borrowers for whom changes have been reported to the borrowers' permanent address or telephone number.

150 CHANGE OF CURRENT ADDRESS OR PHONE NUMBER

This transaction lists borrowers for whom changes have been reported to the borrowers' current address or telephone number.

160 BORROWER SCHOOL TRANSFER

This transaction provides the name of the last school each borrower attended and the name of the new school each borrower is currently attending.

Under the Master Promissory Note process for Federal Stafford Loans, the lender will find this transaction useful to determine whether the borrower's new school of attendance is eligible to participate in the multi-year feature of the Master Promissory Note.

180 BORROWER CHANGED FROM OLD TO NEW BORROWER FOR DEFERMENT ELIGIBILITY PURPOSES

This transaction lists borrowers whose status has changed for deferment eligibility purposes. As identified by codes, the transaction identifies borrowers whose status has changed from "old" borrower (prior to July 1, 1987) to "new" borrower July 1, 1987 - June 30, 1993, or from "new" borrower July 1, 1987 - June 30, 1993 to "new" borrower on or after July 1, 1993. See the *Common Manual*, subsection 7.9.A. for more details concerning these deferment eligibility categories.

240 PAYMENT SCHEDULE ESTABLISHED

This transaction lists loans the lender has reported as converted to repayment status.

290 BORROWER ANTICIPATING RETURNING TO SCHOOL

This transaction lists new loans that have been guaranteed through another lender.

340 DEFERMENT GRANTED BY LENDER

This transaction lists the names of borrowers who have been granted deferment by the lender and the deferment type.

362 DEFERMENT HAS BEEN GRANTED BY ANOTHER LENDER

This transaction alerts the lender that the borrower has been granted a deferment by another lender.

Before the lender receiving this report may process a deferment for the borrower, the lender must obtain the borrower's request and any necessary documentation that substantiates the borrower's eligibility for the deferment.

370 FORBEARANCE APPROVED

This transaction lists forbearances granted by the lender during the reporting period.

390 FORBEARANCE REMINDER DUE

This transaction lists borrowers who have a loan(s) in forbearance status. The lender must send a reminder to the borrower concerning repayment obligations.

440 LOANS SOLD

This transaction lists loans transferred from the lender who receives the LAR to another lender or secondary market.

450 LOAN PURCHASED

This transaction lists loans transferred from one lender to the lender who receives the LAR.

460 LOANS PAID IN FULL

This transaction lists loans the lender has reported as paid in full.

470 PRECLAIM COLLECTION ASSISTANCE REQUESTS RECEIVED

This transaction acknowledges the MSLP's receipt of requests for default aversion assistance.

480 PRECLAIM COLLECTION ASSISTANCE REQUESTS CURED

This transaction lists borrowers for whom preclaim and default aversion assistance requests were cured during the reporting period and a code identifying the cure reason. Events included in the cure definition for the purpose of this transaction include payments, deferment, forbearance, initiation of supplemental preclaim (SPA) activities, and automatic cancellation if no claim is filed at the 270th (or 360th) day of delinquency (claim filing deadline).

490 PRECLAIM COLLECTION ASSISTANCE CANCELED

This transaction lists borrowers for whom preclaim and default aversion assistance requests were canceled during the reporting period. Events included in the definition of cancellation for the purpose of this transaction include claim filing and lender error.

500 PRECLAIM ASSISTANCE REQUESTS IN PROGRESS

This transaction lists all active preclaim and default aversion assistance requests.

510 BANKRUPTCY CLAIM FILED – OTHER LENDER

This transaction lists borrowers who have filed for bankruptcy based on bankruptcy claims filed on loans held by other lenders.

520 INSURANCE CLAIMS RECEIVED

This transaction acknowledges all requests for claim payment received by the MSLP during the reporting period.

530 INSURANCE CLAIMS APPROVED FOR PAYMENT

This transaction identifies claims that have been approved and scheduled for payment.

540 INSURANCE CLAIMS PAID – CURRENT HOLDER

This transaction lists claims that were paid to the lender receiving the LAR for the reporting period.

541 INSURANCE CLAIMS PAID – ORIGINAL LENDER

This transaction is provided to the originating lender and shows borrowers for whom claims were paid to another lender for the reporting period.

560 INSURANCE CLAIMS DENIED

This transaction lists insurance claims denied for payment (incurable).

580 REPURCHASE REQUESTS RECEIVED

This transaction lists loans previously purchased as claims that the lender has requested to repurchase.

590 REPURCHASE PAID

This transaction lists loans that have been repurchased by the lender.

600 REPURCHASE PENDING

This transaction lists repurchases that are currently in progress.

Transactions 210 and 220

These are two of the most important sections of the Lender Activity Report.

210: *Anticipated Graduation Dates (AGD) in the Future*
These are new AGDs.

220: *Less Than Half-time (LTH) Date Changes in the Past*
These are new LTHs.

✗ A loan's LTH will show up one month only.

✗ The "from" column is usually blank. This column lists a previously reported LTH.



✗ The "to" column lists the newest LTH reported to the MSLP.

✗ The system sorts this report twice:

1. Changes initiated by the lender are sorted alphabetically and appear on the report first.
2. LTHs reported from other sources are sorted alphabetically and appear on the report last.

Transaction 260

60 Days to Expiration of Grace

✗ With a late notification, the loan would skip transaction 250 and/or transaction 260.



✗ When a loan appears on the 260, the lender should immediately research the account and resolve the situation.

Transaction 340

Deferment Granted by Lender

- ✗ The MSLP's edits grant deferments for eligible loans through the AGD or through the loan period end date.
- ✗ If the borrower and the lender wish to extend a Federal SLS loan deferment through the grace period of the Federal Stafford Loan (repayment alignment), the lender must notify Guarantec.
- ✗ Any lender holding loans for the borrower will receive information (on Transaction 362) about a new deferment that was granted from a common application.

Transaction 470

Request for Preclaims Assistance (Default Aversion Assistance) Received

- ✗ A loan will appear on transaction 470 once.

Transaction 095

Reversal of a Cancellation

- ✗ Lenders may wish to use this transaction when reconciling the monthly fee bill. A guarantee reinstatement causes a guarantee fee to be billed when a secondary market reinstates a guarantee that was canceled in error. The original lender is responsible for the fee due.

LENDER'S ACTIVE ACCOUNT REPORT

This report is sent to the lender annually in October to assist the lender in reconciling its records with those of the Missouri Student Loan Program (MSLP). The lender may also request that the report be sent at other times during the year to cover any period.

The report lists all of the outstanding loans in interim, grace, deferred, repayment, and claim status. By comparing the information on this report with the lender's records, the lender can identify discrepancies and either correct its own records or update the MSLP's records through the submission of a Loan Status Update Form (F-8) or by using Comprehensive Loan Information Processing System (CLIPS).

Loans sold by the lender will appear on the Lender's Active Account Report of the lender or secondary market that purchased the loans. If there are outstanding loans that should be shown as owned by another lender, the lender must submit a Loan Transfer Statement to the MSLP's servicer, GuaranTec.

If the loans shown are actually paid in full or canceled, the lender should report the status to the MSLP.

Information on this report reflects data recorded on the MSLP's system as of the date found in the upper left corner of the report.

Codes that appear in the status column on the report are as follows:

C-01	Default status
C-03	Closed school claim
C-04	False certification claim
C-05	Death claim
C-06	Disability claim
C-07	Chapter 7 bankruptcy claim
C-08	Chapter 13 bankruptcy claim
D	Deferment
F	Forbearance
G	Grace
H	Half time
I	In school
P	Paid in full
R	Repayment

LOAN MAINTENANCE

Whenever the lender learns of changes in the student's status, the lender must notify the Missouri Student Loan Program's (MSLP) servicer, Guarantec. The changes must be reported with a Loan Status Update Form (F-8) or on-line by using the Comprehensive Loan Information Processing System (CLIPS) software.

Changes that must be reported include:

- Address change
- Amount paid prior to the end of the grace period
- Change in number of disbursements (must be on Loan Status Update Form)
- Change in repayment terms
- Conversion to repayment
- Deferments
- Disbursement rescheduled
- Educational institution change
- Enrollment status change
- Forbearances
- Anticipated graduation date change
- Interest rate corrections
- Loan cancellation
- Loan paid in full
- Loan reinstatement
- Name change
- Refinance
- Social Security number change
- Telephone number change

The Loan Status Update Form (F-8) or CLIPS may also be used to order a duplicate Notice of Guarantee and Disclosure Statement.

REPORTING OUT-OF-SCHOOL DATES

A lender may utilize an anticipated graduation date (AGD) that has aged into the past in order to convert a loan to repayment providing the lender has not been notified of an earlier last date of at least half-time attendance (LTH). The Missouri Student Loan Program (MSLP) no longer requires a lender to routinely submit documentation certified by a school to support out-of-school dates reported to the MSLP.

Exception to Common Manual subsection 7.3.A.

The MSLP requires a lender to obtain written confirmation of a new or changed out-of-school date. The lender may accept the written report of a new or changed out-of-school date from a source other than the school if the school is clearly identified as the contributor of the information and a school certification date is provided.

- Acceptable sources of out-of-school date information – The National Student Loan Clearinghouse, the school certification section of a Federal Family Education Loan (FFEL) Program application, or a report comparable to the MSLP's Lender Activity Report (LAR) that has been generated by another guarantor. New or changed out-of-school date data may be received by the lender in hard copy or electronic format, not by telephone.
- School certification dates – The date the school certifies the validity of the out-of-school date. In the MSLP's system, and on the LAR transactions 170, 190, 210, 220, 230, and 250, this is the "cert/verify date" or "cert date." This is not the date the lender signs a form or creates an electronic file, the date the lender receives new or changed out-of-school date information, or the date a guarantor creates an enrollment status update report.

Reporting Methods

A future AGD recorded in the MSLP's system cannot be transferred automatically into the field that records the out-of-school date for repayment conversion purposes once the AGD ages into the past. If the MSLP has not reported an earlier, actual less than half-time (LTH) date to the lender, the lender must separately report to the MSLP the date it uses to convert a loan to repayment.

Presently, the transactions that permit lenders to report out-of-school dates in both the loan maintenance tape layout and Comprehensive Loan Information Processing System (CLIPS) are deactivated. Systems changes will be required to reactivate the appropriate transaction in the tape layout, and the MSLP is researching a provision for lender out-of-school date reporting in the new CLIPS Windows and Internet versions that have yet to be implemented. Temporarily, until electronic reporting methods are available, a lender has two reporting options for reporting an out-of-school date used to convert a loan to repayment:

- Option #1 – manually submit a new or changed out-of-school date on the MSLP's Loan Status Update Form (F-8).

The MSLP requires adherence to some special instructions for this reporting method.

Under section A of the F-8, entitled “Borrower Data Change,” use item #2 “Date Borrower graduated, withdrew, or ceased at least half-time attendance” to report the new or changed out-of-school date. This date may be an AGD that has aged into the past, or an actual LTH date.

In the blank space next to item #2, the lender must write in the school certification date. This is the date the school certified the validity of the out-of-school date reported by the lender. It is not the date an enrollment status report was generated to the lender by another entity, nor is this the date the lender received such a report.

Under section A of the F-8, entitled “Borrower Data Change,” item #3 “Educational Institution” must be completed. If the source of the enrollment status report received by the lender documents the school code and branch, that information must be provided to the MSLP. Minimally, the lender must provide the name of the school that certified the out-of-school date information. In the near future, revisions will be made to the Form 8 that will incorporate these special reporting instructions and a new field to accommodate the school certification date.

A revised F-8 that addresses these policy changes will be available in the near future.

- Option #2 – construct a report listing multiple new or changed out-of-school dates. Use applicable fields on the F-8 to construct the report format, which must include:
 - Out-of-school date used for repayment conversion
 - School certification date
 - School and branch, if known
 - School name if school code is not known

A lender that wishes to use the report format must notify the MSLP’s servicer, GuaranTec, of the lender’s desire to utilize this format and must also submit a draft of report to GuaranTec for review and approval prior to the first actual report submission. Contact GuaranTec staff member:

Levis Hughes
Operations Manager
GuaranTec, LLP
P.O. Box 52838
Jacksonville, FL 32201
(800) 667-7906, ext. 7451

The MSLP reserves the right to reject a lender’s loan maintenance report for additional documentation to resolve a conflict, or when it is determined that the MSLP has more recent enrollment status or out-of-school date information for a borrower.



COORDINATING BOARD FOR HIGHER EDUCATION

(SEND TO: MSLP/GUARANTEC, P.O. BOX 52838, JACKSONVILLE, FL 32201)

LOAN STATUS
UPDATE FORM

LENDER'S NAME		LENDER NUMBER
PREPARED BY	TELEPHONE	DATE
BORROWER'S NAME		SOCIAL SECURITY NUMBER

A. BORROWER DATA CHANGE

Instructions: (Information should be completed only when the lender is advised of changes by a source other than the guarantor.)

- Complete items 3 and 4 when the lender has verified that the borrower has changed schools and/or re-enrolled on at least a half-time basis prior to the end of the borrower's scheduled grace period. Item 5 should indicate the source of the enrollment change given in item 2, 3 or 4.
- Complete Item 3 when the lender has been notified of a new Anticipated Graduation Date.
- Complete Item 6 when the lender has verified that the borrower's loans have been guaranteed under an incorrect interest rate.

1. a. Name Change _____
b. Address Change _____

This is a permanent address change ☐, or a mailing address change ☐.

c. Telephone Number Change (_____) _____

d. Social Security Number Change From _____ To _____

Source of Social Security Number Change _____

(See Common Manual 3.5.F.)

2. Date borrower graduated, withdrew or ceased at least half-time attendance/Out-of-school date. _____ / _____ / _____
(You must also complete Item 5.)
3. Borrower's new anticipated graduation date. (You must also complete Item 5.) _____ / _____ / _____
4. Enrollment date utilized in establishing continuous enrollment status. (You must also complete Items 3&5) _____ / _____ / _____
5. Name of Educational Institution _____ School Code and Branch _____
School Certification Date _____ / _____ / _____
6. Stafford Loan interest rate change from _____ % to _____ % (Attach copy of documentation.)

B. LOAN DATA CHANGE

Instructions:

- Indicate in **Item 1** the date the loan was guaranteed and the loan type.
1. Guarantee Date _____ / _____ / _____ Loan Type: ☐ Stafford ☐ Unsubsidized Stafford ☐ PLUS ☐ SLS
- **Item 2:** Complete the appropriate disbursement column in a rescheduling of the disbursement month or disbursement amount.
2. **Reschedule Disbursement:** (only if month or disbursement amount changes).

RESCHEDULE DISBURSEMENT	Disbursement #1			Disbursement #2			Disbursement #3			Disbursement #4		
	mo.	day	yr.	mo.	day	yr.	mo.	day	yr.	mo.	day	yr.
SCHEDULED DISBURSEMENT DATE	/	/		/	/		/	/		/	/	
SCHEDULED AMOUNT	\$			\$			\$			\$		
NEW DISBURSEMENT DATE	/	/		/	/		/	/		/	/	
NEW DISBURSEMENT AMOUNT	\$			\$			\$			\$		

- **Item 3** should be completed when a disbursement or loan is cancelled or reinstated. To cancel or reinstate the entire loan, all disbursements must be listed. Complete the appropriate disbursement column(s) to cancel or reinstate a specific disbursement.
3. ☐ **Cancel** ☐ **Reinstate Disbursement**

CANCEL OR REINSTATE DISBURSEMENT/LOAN	Disbursement #1			Disbursement #2			Disbursement #3			Disbursement #4		
	mo.	day	yr.	mo.	day	yr.	mo.	day	yr.	mo.	day	yr.
SCHEDULED DISBURSEMENT DATE	/	/		/	/		/	/		/	/	
DATE CANCELLED	/	/		/	/		/	/		/	/	
AMOUNT CANCELLED	\$			\$			\$			\$		

Reason for Cancellation or Reinstatement:

- ☐ Routine cancellation.
- ☐ New application being processed and cannot be guaranteed until this loan/disbursement is cancelled.
- ☐ Claim pending and cannot be processed until this loan/disbursement is cancelled.

Lender Number _____ Social Security Number _____

- **Item 4** should be completed when a principal payment is made prior to the end of the grace period.
- **Item 5** should be completed when an OVERAWARD is received from an educational institution. Provide the guarantee date of the loan in which the OVERAWARD is applied. Circle the disbursement number overawarded.
- **Item 6** should be completed when a REFUND is received from an educational institution. Provide the guarantee date of the loan in which the REFUND is being applied. Circle the disbursement number refunded.

4. Prepayments

Principal paid by borrower prior to end of grace period:

Guarantee Date: _____

Loan Type: ☐ Stafford ☐ Unsubsidized ☐ PLUS ☐ SLS

Date Received mo. day yr.	Principal Amt. Received
	\$

5. Overaward

Overaward received from educational institution

Guarantee Date: _____

Disbursement 1 2 3 4

Loan Type: ☐ Stafford ☐ Unsubsidized ☐ PLUS ☐ SLS

Date Received mo. day yr.	Principal Amt. Received
	\$

6. Refund

Refund received from educational institution

Guarantee Date: _____

Disbursement 1 2 3 4

Loan Type: ☐ Stafford ☐ Unsubsidized ☐ PLUS ☐ SLS

Date Received mo. day yr.	Principal Amt. Received
	\$

C. REPAYMENT INFORMATION

Loan Type: ☐ Stafford ☐ Unsubsidized Stafford ☐ PLUS ☐ SLS ☐ REFINANCED SLS or PLUS Loans (Option 1—Single Payment)

All Loans? ☐ Yes ☐ No If not all loans, indicate guarantee date(s) ____/____/____ ____/____/____ ____/____/____

Is this loan being recalled as a previously rejected claim? ☐ Yes ☐ No

Are repayment terms being reported because cure procedures have been completed? ☐ Yes ☐ No

Instructions:

- **Item 1** should be completed when the borrower's repayment schedule is established or the number of monthly payments is changed.

1. Repayment Schedule

a. Less than half-time date/Out-of-school date _____

b. Interest start date _____

c. First payment due date _____

d. Number of monthly payments _____

e. Payment amount _____

f. Capitalized interest at initial conversion _____

g. Capitalized interest at time of refinancing _____

h. Principal amount to be repaid _____

i. Total amount to be repaid (include interest) _____

j. Interest rate _____

- **Item 2** should be completed when the lender approves a deferment (not to exceed twelve consecutive months, except Military Deferment).

2. Deferment granted for period from ____/____/____ to ____/____/____ due to:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> In-School | <input type="checkbox"/> Internship/Residency | <input type="checkbox"/> Domestic Service | <input type="checkbox"/> Service |
| <input type="checkbox"/> Unemployment | <input type="checkbox"/> Military | <input type="checkbox"/> Volunteer Service | <input type="checkbox"/> Working Mother |
| <input type="checkbox"/> Rehabilitation Training | <input type="checkbox"/> Health Service | <input type="checkbox"/> Oceanic/Atmospheric Corps | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Temporarily Totally Disabled | <input type="checkbox"/> Fellowship | <input type="checkbox"/> Teaching Shortage | |
| <input type="checkbox"/> Hardship | <input type="checkbox"/> Peace Corps | <input type="checkbox"/> Parental Leave | |

NOTE: Repayment terms must be on file at Guarantec before deferment information can be posted. Both Items 1 and 2 may be reported on the same form.

- **Item 3** should be completed when the lender approves a forbearance (not to exceed twelve consecutive months).

3. Forbearance granted from ____/____/____ to ____/____/____

- **Item 4** should be completed when a loan is paid in full. PIF Type: 1. ☐ BRW 2. ☐ Consol/FFELP 3. ☐ Consol/FDSLPL 4. ☐ Refin 5. ☐ Chargeoff

4. Date loan(s) paid in full: ____/____/____

Loan Type: ☐ Stafford ☐ Unsubsidized Stafford ☐ PLUS ☐ SLS

All Loans? ☐ Yes ☐ No If not all loans, indicate guarantee date(s) ____/____/____ ____/____/____ ____/____/____

D. REQUEST FOR DUPLICATE NOTICE OF LOAN GUARANTEE AND DISCLOSURE STATEMENT

Instructions: Complete this item if a duplicate Notice of Loan Guarantee and Disclosure Statement is required to replace a lost or damaged document. Identify the loan by the loan type and guarantee date.

Loan Type: ☐ Stafford ☐ Unsubsidized Stafford ☐ PLUS ☐ SLS

Guarantee Date ____/____/____

LOAN MAINTENANCE TRANSACTIONS

TRANSACTION	REQUIRED DATA ELEMENTS
LOAN CANCELLATION	Lender ID Number (Branch Code, if applicable) Borrower SSN Loan Type (Stafford, PLUS, SLS, Cons, Ref, Unsubsidized Stafford) Date Loan Guaranteed (MMDDYY) All Disbursement Dates to be Canceled (MMDDYY) Date Loan Canceled (MMDDYY) Amount Canceled
DISBURSEMENT CANCELLATION	Lender ID Number (Branch Code, if applicable) Borrower SSN Loan Type (Stafford, PLUS, SLS, Cons, Ref, Unsubsidized Stafford) Date Loan Guaranteed (MMDDYY) Date of Disbursement (MMDDYY) Date of Disbursement Cancellation (MMDDYY) Amount Canceled
DISBURSEMENT SCHEDULE CHANGE (A) AMOUNT OR (D) DATE	Lender ID Number (Branch Code, if applicable) Borrower SSN Loan Type (Stafford, PLUS, SLS, Cons, Ref, Unsubsidized Stafford) Date Loan Guaranteed (MMDDYY) Original Scheduled Disbursement Date (D) New Scheduled Disbursement Date (D) Original Scheduled Disbursement Amount (A) New Scheduled Disbursement Amount (A)
BORROWER CHANGE OF SCHOOL	Lender ID Number (Branch Code, if applicable) Borrower SSN Date Borrower Re-enrolled at Least Half-Time (MMDDYY) School ID (Branch Code, if applicable) That Borrower is Currently Attending New Anticipated Graduation Date (MMDDYY)
FORBEARANCE	Lender ID number (Branch Code, if applicable) Borrower SSN Loan Type (Stafford, PLUS, SLS, Cons, Ref, Unsubsidized Stafford) Date Loan Guaranteed (MMDDYY) Beginning Date of Forbearance (MMDDYY) Ending Date of Forbearance (MMDDYY)

TRANSACTION	REQUIRED DATA ELEMENTS																				
DEFERMENT	<p>Lender ID Number (Branch Code, if applicable) Borrower SSN Loan Type (Stafford, PLUS, SLS, Cons, Ref, Unsubsidized Stafford) Date Loan Guaranteed (MMDDYY) Beginning Date of Deferment (MMDDYY) Ending Date of Deferment (MMDDYY)</p> <p>One of the following deferment types is required.</p> <table border="0"> <tr> <td>F - Graduate Fellowship</td><td>R - Rehabilitation</td></tr> <tr> <td>M - Military</td><td>S - In-School (*)</td></tr> <tr> <td>P - Peace Corps</td><td>U - Unemployment</td></tr> <tr> <td>D - Disability</td><td>I - Residency</td></tr> <tr> <td>V - Volunteer Serv.</td><td>H - Public Health</td></tr> <tr> <td>E - Full-time Volunteer</td><td>N - NOAA</td></tr> <tr> <td>T - Teaching Shortage</td><td>C - Dependent Care</td></tr> <tr> <td>B - Parental Leave</td><td>W - Working Mother</td></tr> <tr> <td>L - Half-Time Student (*)</td><td>HS - Hardship</td></tr> <tr> <td>SV - Service</td><td>ED - Education (*)</td></tr> </table> <p>(*) Code of Applicable School is required.</p>	F - Graduate Fellowship	R - Rehabilitation	M - Military	S - In-School (*)	P - Peace Corps	U - Unemployment	D - Disability	I - Residency	V - Volunteer Serv.	H - Public Health	E - Full-time Volunteer	N - NOAA	T - Teaching Shortage	C - Dependent Care	B - Parental Leave	W - Working Mother	L - Half-Time Student (*)	HS - Hardship	SV - Service	ED - Education (*)
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L - Half-Time Student (*)	HS - Hardship																				
SV - Service	ED - Education (*)																				
LOAN PAID IN FULL	<p>Lender ID Number (Branch Code, if applicable) Borrower SSN Loan Type (Stafford, PLUS, SLS, Cons, Ref, Unsubsidized Stafford) Date Loan Guaranteed (MMDDYY) Date Loan was Paid in Full (MMDDYY) Paid-in-Full Type</p>																				
LOAN PREPAYMENTS	<p>Lender ID Number (Branch Code, if applicable) Borrower SSN Loan Type (Stafford, PLUS, SLS, Cons, Ref, Unsubsidized Stafford) Date Loan Guaranteed (MMDDYY) Date of Prepayment (MMDDYY) Amount of Prepayment (payment made before loan went into repayment)</p>																				
LOAN REFUNDS/OVERAWARDS	<p>Lender ID Number (Branch Code, if applicable) Borrower SSN Loan Type (Stafford, PLUS, SLS, Cons, Ref, Unsubsidized Stafford) Date Loan Guaranteed (MMDDYY) Disbursement Date (MMDDYY) Date of Refund/Overaward (MMDDYY) Amount of Refund/Overaward</p>																				
BORROWER STATUS CHANGE NEW LTH (L) OR AGD (A)	<p>Lender ID Number (Branch Code, if applicable) Borrower SSN (A) New Anticipated Graduation Date (MMDDYY) (A) Date Borrower re-enrolled at least Half-Time (L) Date of Withdrawal (MMDDYY) or (L) Date of Graduation (MMDDYY) or (L) Date of Less Than Half-Time (MMDDYY)</p>																				

TRANSACTION	REQUIRED DATA ELEMENTS
BORROWER NAME CHANGE	Lender ID Number/School ID (Branch Code, if applicable) Borrower SSN Borrower Last Name Borrower First Name Borrower Middle Initial Borrower Telephone Number (AREA CODE + #)
BORROWER ADDRESS CHANGE	Lender ID Number/School ID (Branch Code, if applicable) Source of Change Borrower SSN New Street Address New City, State, and Zip
REPAYMENT INFORMATION	Lender ID Number (Branch Code, if applicable) Borrower SSN Loan Type (Stafford, PLUS, SLS, Cons, Ref, Unsubsidized Stafford) Less Than Half-Time, if applicable Date Loan Guaranteed (MMDDYY) Date First Payment Due (MMDDYY) Anticipated Number of Payments Amount of Regular Payment
LOAN SALE INFORMATION	Selling lender's ID Number (Branch Code, if applicable) Buying lender's ID Number (Branch Code, if applicable) Borrower SSN Date Loan Guaranteed (MMDDYY) Loan Type (Stafford, PLUS, SLS, Cons, Ref, Unsubsidized Stafford)
SOCIAL SECURITY NUMBER CHANGE	Lender ID Number (Branch Code, if applicable) Borrower SSN Borrower's New SSN
REINSTATEMENT	Lender ID Number (Branch Code, if applicable) Borrower SSN Loan Type (Stafford, PLUS, SLS, Cons, Ref, Unsubsidized Stafford) Date Loan Guaranteed (MMDDYY) Date Loan Paid in Full (if applicable) (MMDDYY) OR Date Disbursement(s) Canceled (MMDDYY) Disbursement(s) amount Canceled NOTE: If entire loan is to be reinstated, each applicable disbursement must be listed.

FAX PROCEDURES FOR GUARANTEC

Non-electronic lenders in need of emergency changes may fax their time-critical documents to the Missouri Student Loan Program's (MSLP) servicer. The fax number is (904) 281-7373. Changes can then be made from faxed documents within 24 hours, with few exceptions.

The Application/Promissory Note or Loan Status Update Form (F-8) may be faxed by lenders to speed up cancellations and other emergency changes. The lender must call (800) 824-4893 to inform Guarantec's staff that a fax has been sent.

Emergency cancellations should be faxed by 10:30 a.m. Central Standard Time (CST) to be processed the same day. Documents faxed after 10:30 a.m. CST will be processed the next working day. All other emergency changes faxed on an F-8 before 1:00 p.m. CST will be entered that day. If a fax is received after 1:00 p.m., the changes will be processed the next day.

If more than one change is requested on the F-8, it may take more than one day to process!